



# License Agent News



California Department of Fish and Game  
April 2003

## LICENSE AND REVENUE BRANCH

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## HUNTING PROGRAM

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## LICENSE AGENT ORDER DESK

(916) 227-2253  
FAX (916) 227-0674

## INFORMATION

(916) 227-2245  
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## VISIT OUR WEB SITE AT:

[www.dfg.ca.gov/licensing/index.html](http://www.dfg.ca.gov/licensing/index.html)

## CalTIP

Call (888) DFG-CALTIP or (888) 334-2258  
to report a poaching or polluting incident.

## INITIAL ORDER OF 2003/2004 HUNTING ITEMS

Enclosed is your initial shipment of 2003/2004 hunting items. **Check your shipment carefully!** If you find a discrepancy in your shipment, notify the License Agent Order Desk at (916) 227-2253, within five (5) business days of receiving this shipment. Claims of missing licenses will only be allowed if they are noted upon receipt and reported to the License Agent Order Desk within five (5) business days.

Your initial consignment of 2003/2004 hunting items is based on your reported sales for the 2002/2003 license year. To increase the amount of available credit on your agent account, return most of your 2002/2003 resident, nonresident, and junior hunting licenses and keep just enough to accommodate customers hunting prior to July 1, 2003.

In mid-April, the DFG will mail **2003 Big Game Hunting/Tracks** booklets to more than 57,000 hunters who have participated in big game drawings. After receiving their booklets, these hunters will be ready to renew their licenses and apply for the 2003 big game drawings. **Please begin selling the enclosed hunting licenses and deer tag applications as soon as possible. Customers must have their drawing applications for pronghorn antelope, elk, bighorn sheep and premium deer tags at the DFG's LRB, in Sacramento no later than 5:00 p.m. on June 2, 2003.**

## ITEMS SHIPPED SEPARATELY

- **2003 BIG GAME HUNTING/TRACKS BOOKLETS** – mid-April.
- **2003 MAMMALS AND FURBEARERS REGULATION BOOKLETS** – late-May, after Fish and Game Commission adoption.
- **DEER ZONE MAPS** – late-May, with Mammals and Furbearers Regulation booklets.

## WHAT'S NEW FOR 2003?

### CHANGES IMPACTING LICENSE AGENTS

As a reminder, beginning January 1, 2003, the following changes became effective:

- Next day air service and Saturday delivery for license orders is no longer available.
- All walk-in business for License Agents is discontinued. This includes picking up license orders (i.e., licenses, applications, stamps, gamebird seals, etc.) and dropping off sales reports and license books.

### SALES REPORT FORMS

Your 2003/2004 Hunting Report Form has a new look. To simplify the sales reporting process for License Agents we have revised the report form to make it more user friendly. The most notable changes are the simplified instructions for completing the form, which are located on the back. Please take a few moments to review the new report form. Questions, comments or suggestions regarding the new report form should be directed to Ms. Jerilyn Santillan at (916) 227-0564 or [jsantill@dfg.ca.gov](mailto:jsantill@dfg.ca.gov).

### ISSUING DUPLICATE HUNTING LICENSES

Duplicate Hunting Licenses have been revised for 2003/2004. A line has been added for the hunter's original hunting license number. When issuing a Duplicate Hunting License, write the original hunting license number from the "Hunting License Receipt" on the space provided on the duplicate license.



## PROOF OF HUNTER EDUCATION

A current hunting license or a hunting license issued in either of the two previous years from any state is now acceptable proof of hunter education.

## NEW LOOK FOR BIG GAME HUNTING BOOKLET

For 2003, the Big Game Hunting booklet and the hunting edition of Tracks Magazine are combined. Hunters will receive both books in one publication.

## NEW POINT SYSTEM FOR BIG GAME DRAWINGS IS HERE

Last fall, the Fish and Game Commission approved a new big game drawing system for California. The Modified Preference Point System (MPPS) will be implemented in 2003 to select applicants for deer, elk, pronghorn antelope and bighorn sheep tags. Under a MPPS, a portion of the tag quota for each hunt will be awarded to applicants (or parties) possessing the maximum possible preference points. Remaining tags will be awarded to applicants irrespective of their preference point totals. Quota splits vary depending on the species and the total number of tags available. For more information, refer to the 2003 Big Game Hunting/Tracks booklet.

## IMPORTANT SALES REMINDERS

- All applicants for a California hunting licenses must show evidence of hunter education.
- By law, when issuing a hunting license, you must enter the date issued and the hunter's name, residence address, date of birth and physical description, **except:**

When someone buys a hunting license for another person, you must write in the licensee's name and residence address before issuing the license. The licensee may not use the license until he/she has signed it and filled in the missing information (physical description and date of birth). (Section 705 and 707, Title 14, California Code of Regulations)

- When selling deer and bear tag applications, regulations require agents to write the customer's deer/bear application/tag number(s) on the appropriate space on his/her hunting license. This prevents hunters from purchasing more than the legal number of tags (two deer tags and one bear tag) during each license year. (Section 707, Title 14, California Code of Regulations)
- Please ask **ALL** hunting license applicants to complete the Harvest Information Program (HIP) questionnaire before issuing the license. Applicants with **any** possibility of hunting migratory game birds in California during the 2003/2004 license year should answer "Yes" to question #1. If a customer answers yes you must affix the **FREE "Harvest Information Survey Stamp"** to the back of their license to allow them to hunt ducks, geese, dove, band-tailed pigeon, snipe and coot in the coming year. (For band-tailed pigeon hunters, please check the box in the lower, right-hand corner of the stamp.)
- Remember to give the customer the Hunting License Receipt portion of the Hunting License. Please advise them to keep the receipt in a separate place.

## HIP INFORMATION REMINDERS

Your initial shipment includes a supply of postage-paid envelopes to encourage your prompt return of the HIP questionnaires (the top copy from all hunting licenses and proxy forms). Also when using these envelopes please remember the following:

- When sending in the HIP questionnaires please do not attach anything to the form (declarations, hunting license receipts, etc.)
- The postage paid envelopes are for sending the HIP questionnaires to LRB. Please do not give them to customers or use them to mail other items to the LRB.

## HOLIDAY SCHEDULE FOR 2003

Department offices will be closed for the following State holidays so please plan accordingly:

|             |                  |
|-------------|------------------|
| May 26      | November 11      |
| July 4      | November 27 & 28 |
| September 1 | December 25      |
| October 13  |                  |

2002/2003 hunting licenses are valid for wild pig until June 30, 2003. There is no bag or possession limit and the season is year round.

## AUTOMATED LICENSE DATA SYSTEM

The Department's planned implementation of the ALDS has been delayed for several years. License Agents should continue to serve the public using the current paper-based licensing system. For additional information, please contact Richard Reyes at (916) 227-2240 or by e-mail [reyes@dfg.ca.gov](mailto:reyes@dfg.ca.gov).

## REFUND POLICY ON UNUSED DEER TAGS

Please remind hunters that deer tag fees are non-refundable except for A, B, C, D, AO#1 and AO#2 tags which may only be requested prior to the opening of the earliest season for which the tag is valid. Deer tags for X zones, Additional Hunts and Area-specific Archery Hunts are non-refundable. Refunds will not be issued for emergency closures due to weather or any other conditions.

## PUBLIC INFORMATION NUMBERS

Anglers and hunters should use the telephone numbers listed in the regulation booklets for information they may need. Your nearest Department office is your best resource to answer questions about specific areas. Questions about license requirements, issuance procedures, or completing monthly sales reports should be directed to LRB.

**Please share this information with your license sales staff to better serve your customers.**